



Design and Construction Coordinator I & II

General Information

Classification Code:	TCHANL
Effective Date:	January 11, 2021
Pay Grade:	C42-C43
FLSA Status:	Exempt

Position Summary

The Design and Construction Coordinator manages, coordinates, and implements all phases of multiple construction projects from planning and design to construction and completion. Prepares public procurement documents, solicits design proposals, and assists with construction bid and contracting processes. Oversees and manages contractors and consultants on construction projects. Coordinates, organizes, and collaborates with developers, project engineers, consultants, contractors, and other agencies regarding facility and infrastructure project delivery and permitting. Prepares exhibits, provides plan and specification review, and assists with preparation of grant/funding submittals. Performs scheduling, budgeting and budget forecasting, cost control, and inspections/monitoring. Completes a variety of studies and prepares and presents staff reports; evaluates and recommends solutions. Performs related duties as assigned.

Classification Characteristics

The Design and Construction Coordinator is part of the Technical Analyst classification. This classification is a broad, professional level classification that encompasses incumbents engaged in a wide range of professional and technical duties. Technical Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels. May include lead responsibilities for lower-level staff.

Design & Construction Coordinator I – Performs a broad range of duties and is fully trained in the scope of duties assigned. Leads planning and implementation of small to medium-scale projects or initiatives. Works independently, applies well-developed subject knowledge, and exercises judgment and initiative. Receives assistance as new or unusual situations are encountered and receives occasional instruction from a higher-level classification. Has sufficient knowledge of work unit operating procedures and policies to be able to interpret them as they apply to assigned duties. Applies theory to create new procedures or provide input on new policies. Work is reviewed based on compliance, appropriateness, and effectiveness in meeting goals and deadlines.

Design & Construction Coordinator II – Performs most difficult assignments that require a high level of responsibility, is fully trained in all procedures directly related to the assigned work and is often considered the subject matter expert. Leads the planning, design and construction of large scale, complex capital improvement projects with multiple stakeholders and/or teams. Issues and problems addressed are highly complex, varied, and have competing importance, outcomes and impact to the organization. Performs all duties independently and exhibits skills that allow the incumbent to take on new assignments with limited or no additional training. Requires advanced level of knowledge and experience, independent judgment, and decision making. Assignments include a high level of involvement and development and analysis of policies. Work is reviewed for technical accuracy, compliance to program objectives and overall results.

This class is distinguished from the Civil Engineer in that the latter requires a professional engineering degree, licensure, and an extensive professional background, and performs professional engineering work with independent judgment.

Classification Characteristics

After an employee has been employed at the first level in a flexibly staff classification for a period of at least one (1) year, the employee may be advanced to the next level subject to the following:

- The employee meets the minimum qualifications for the higher level.
- The employee is performing higher level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Plans, designs, and manages all aspects of large capital projects and construction projects including defining scope, cost estimates, and specifications, and preparing contract documents. May participate in the development of capital program budgeting.
2	Conducts and manages activities to conceptualize, evaluate alternatives and receive approvals for project implementation: defines project work scopes, secures funding from and/or implements requirements of funding/grant agencies, coordinates with permitting and public/private utility agencies, collects and reviews project background documentation, performs field data collection, analyzes alternatives and prepares recommendations and applications.
3	Collaborates with engineers, designers, consultants, permit agencies, and contractors during all phases of capital improvement projects, and to identify and address immediate project needs during construction.
4	Prepares agendas, leads, and participates in project and construction meetings. Participates in regular on-site contractor meetings to discuss project schedule and milestones.
5	Provides functional and technical direction to consultants on construction projects and coordinates, organizes, and collaborates with project inspectors, project engineers, consultants, and contractors regarding project schedules, upcoming construction activities, and disputes in specifications.
6	Prepares requests for proposals for construction projects, solicits design proposals from consultants, evaluates proposals for award recommendation, participates in creating contracts for selected consultants, and ensures contractor compliance including tracking, maintaining and reporting on project accounting, budget, and schedule.
7	Provides contract administration, public relations, management, and inspection of capital construction projects including coordinating with other divisions and city departments and the Metropolitan Wastewater Management Commission (MWMC) partners.
8	Negotiates, facilitates, and prepares change orders for construction projects, prepares contract amendments, and solicits change order approval from other project managers and the City/MWMC Management.
9	Provides quality assurance in reviewing consultant design and construction documents to ensure project needs are met, best management practices are implemented, and deliverables are provided.
10	Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems. Prepares regular progress reports for capital projects with status reporting of scope, schedule and budget.
11	Analyzes and reviews federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance; conducts analysis on best practices, monitors trends, and formulates/implements recommendations.
12	May design and prepare engineering construction plans under the direction of a registered Professional Engineer.
13	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- **Design & Construction Coordinator I:** Bachelor's Degree and 2-5 years of progressively responsible professional experience related to area of assignment or an equivalent combination of education and experience.
- **Design & Construction Coordinator II:** Bachelor's Degree and 5-8 years of progressively responsible professional experience related to area of assignment or an equivalent combination of education and experience.

Registration as a Professional Engineer in the State of Oregon may substitute for some of the required years of experience.

Licensing/Certifications:

- A valid Oregon driver's license at time of appointment and ability to maintain acceptable driving record.
- Registered Professional Engineer (PE) in the State of Oregon or Project Management Professional (PMP) certification preferred.

Technology Skills:

- Calendar and scheduling software — Scheduling software.
- Document management software — Adobe Systems Adobe Acrobat; Dropbox; Microsoft SharePoint; Laserfiche; Project Management software.
- Human resources software — Timecard entry and employee benefit information.
- Internet browser software — Microsoft Internet Explorer.
- Office suite software — Microsoft Office 365 for public sector work.
- Project management software — Project management system for planning, design, and construction.

Knowledge Required:

- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, or other structures such as wastewater treatment, stormwater systems, roads, Public Works facilities, etc.
- **Project/System Commissioning** – Knowledge of training programs, required deliverables, functional testing, operational testing, and performance testing during construction of infrastructure.
- **Administration** — Knowledge of business and resource management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources.
- **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, specifications, and models.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Computers and Electronics** — Knowledge of electronic equipment, and computer hardware/software including applications and programming.
- **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Qualifications

- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

Skills:

- Coordination — Adjusting actions in relation to others' actions and coordinating project delivery tasks.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Negotiation — Bringing others together and trying to reconcile differences.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Management of Financial Resources — Determining how money will be spent to get the work/project done, budget management and accounting for expenditures.
- Mathematics — Using mathematics to solve problems.
- Writing — Communicating effectively in writing as appropriate for the needs of the internal/external audience and upper management.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Service Orientation — Actively looking for ways to help your work team and customers.

Qualifications

Abilities:

- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Number Facility — The ability to add, subtract, multiply, or divide correctly.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Task Management — The ability to shift back and forth between two or more activities and follow up to complete all your work tasks.
- Safety — The ability to work safely and address work place safety issues.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS					
Standing				X	
Sitting				X	
Walking – Even Surface			X		
Walking – Uneven Surface		X			
Kneeling		X			
MOVEMENTS					
Bending/Stooping		X			
Twisting		X			
Crawling	X				
Squatting/Crouching		X			
Balancing		X			
Reach – Overhead		X			
Reach – Forward		X			
Reach – Backward	X				
PUSH/PULL					
0-10 lbs.		X			
11-20 lbs.		X			
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
ENVIRONMENTAL HAZARDS					
Indoors		X			
Outdoors		X			
Dust		X			
Fumes/Odors/Gasses				X	
Chemical Agents			X		
Biological Agents			X		
Noise – Low		X			
Noise – Moderate		X			

Physical Requirements											
Climbing – stairs			X			Noise – High Low Light Heat Cold		X			
Climbing - ladder		X						X			
USE OF HANDS								X			
Grasping – whole hand		X						X			
Grasping – pinch grip		X				Restricted workspace Vibration – whole body Vibration - extremity		X			
Fine manipulation/feeling		X					X				
Keyboarding				X			X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls		X			
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking					X
76-100 lbs.	X					Hearing					X
						Extended work hours			X		

Classification History

Created 1012.01

2016.07 – Revisions by HR

2022.01 – Revisions by HR & ESD

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____